

**U.S. DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
WASHINGTON, D.C. 20202-6140**

**Fiscal Year 2002
APPLICATION FOR NEW GRANTS
ADVANCED PLACEMENT TEST FEE PROGRAM**

CFDA Number: 84.330B



**FORM APPROVED
OMB NO. 1890.0009 EXP: DATE: 5/31/2003
DATED MATERIAL - OPEN IMMEDIATELY
CLOSING DATE: July 8, 2002**

PAPERWORK BURDEN STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1890-0009. The time required to complete this information collection is estimated to average 10 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.

If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Advanced Placement Test Fee Program, School Improvement Programs, U.S. Department of Education, 400 Maryland Avenue, S.W., FB-6, Room 3E228, Washington D. C. 20202-6140

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Dear Colleague Letter

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Dear Colleague:

Thank you for your interest in the Advanced Placement (AP) Test Fee Program. This program enables state educational agencies (SEAs) to pay advanced placement test fees on behalf of low-income students who are enrolled in an advanced placement course and plan to take an advanced placement exam. This application package includes information on the funding amounts available for new awards, the requirements for approval of applications, and the absolute priority described in the application notice.

The forms you will need to complete your application package, instructions for completing the forms, and any additional information that you will need to develop a complete application package are provided as well. In order to receive funding under this program, applicants must address the statutory requirements described on the Requirements for Approval of Applications Checklist located in Section C of this application package. Applicants should organize the application contents, including the program narrative, in accordance with the instructions provided in Section C.

Please note that you may request funding for a multi-year award of up to three years. If you do request a multi-year award, you must explain why a multi-year project is needed and must provide objectives, activities, and a budget detail for each year of the proposed project. If you are selected for an award, the Department will establish, at the time of the initial award, the funding level for each year of the grant award. Future continuation awards will rely heavily on the annual performance reports, which must be submitted near the end of each budget period. The Department will provide specific reporting requirements to funded applicants at a later date.

If you have questions about the AP Test Fee Program or any of the requirements in this application package, you may call or e-mail Madeline Baggett, of my staff, at (202) 260-2502 or Madeline.Baggett@ed.gov.

We look forward to receiving your application and appreciate your efforts to enable low-income students to participate in advanced placement exams.

Sincerely,

Susan B. Neuman
Assistant Secretary for
Elementary and Secondary Education

WHO TO CONTACT FOR TECHNICAL ASSISTANCE

For technical assistance on preparing and submitting the Advanced Placement Test Fee program application, including priorities and the Requirements for Approval of Application, contact:

Madeline Baggett
Madeline.Baggett@ed.gov
(202) 260-2502

Edith Harvey
Edith.Harvey@ed.gov
(202) 260-1393

SECTION B

Application Notice

Program Statute

4000-01-U
DEPARTMENT OF EDUCATION

(CFDA No.: 84.330B)

Office of Elementary and Secondary Education -- Advanced
Placement (AP) Test Fee Program

Notice inviting applications for new awards for fiscal year (FY)
2002.

PURPOSE OF PROGRAM: The AP Test Fee program provides grants to States to enable them to pay advanced placement test fees on behalf of eligible low-income students who (1) are enrolled in an advanced placement course; and (2) plan to take an advanced placement exam. The program is designed to increase the number of low-income students who take advanced placement tests and receive scores for which college academic credit is awarded. Further, the program seeks to increase the number of low-income students who achieve a baccalaureate or advanced degree. Therefore, through participation in this program, low-income students will have greater opportunities to achieve to higher standards in English, mathematics, science, and other core subjects.

ELIGIBLE APPLICANTS: State educational agencies (SEAs) in any State, including the District of Columbia, the Commonwealth of Puerto Rico, and each of the outlying areas.

NOTE: For purposes of this program, the Bureau of Indian Affairs is treated as an SEA.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: July 8, 2002.

DEADLINE FOR INTERGOVERNMENTAL REVIEW: September 5, 2002.

APPLICATIONS AVAILABLE: May 23, 2002.

ESTIMATED AVAILABLE FUNDS: Up to \$1,000,000.

ESTIMATED RANGE OF AWARDS: \$50,000 to \$400,000 per year.

ESTIMATED AVERAGE SIZE OF AWARDS: \$225,000 per year.

ESTIMATED NUMBER OF AWARDS: 5-20.

NOTE: These estimates are projections for the guidance of potential applicants. The Department is not bound by any estimates in this notice.

PROJECT PERIOD: Up to 36 months.

E-MAIL NOTIFICATION OF INTENT TO APPLY FOR FUNDING: The Department will be able to develop a more efficient process for reviewing grant applications if it has a better understanding of the number of entities that intend to apply for funding under this competition. Therefore, the Secretary strongly encourages each potential applicant for the AP Test Fee program to notify the Department by e-mail that it intends to submit an application for funding. The Secretary requests that this e-mail notification be sent no later than June 24, 2002. The e-

mail notification should be sent to Ms. Madeline Baggett at madeline.baggett@ed.gov. Applicants that fail to provide this e-mail notification may still apply for funding.

ALLOWABLE ACTIVITIES

States receiving grants under this program may use the grant funds to pay part or all of the cost of advanced placement test fees for low-income individuals who (1) are enrolled in an advanced placement class; and (2) plan to take an advanced placement test. To date, the Secretary has approved advanced placement tests administered by the College Board and the International Baccalaureate Organization. Applicants may request approval of other advanced placement tests as part of the grant application process.

PRIORITY

In accordance with statutory requirements, in allocating funds appropriated for Title I, Part G Advanced Placement programs, the Department gives priority to funding proposals to use grant funds to pay advanced placement test fees on behalf of eligible low-income individuals. To implement this priority, the Department intends to fund, at some level, all applications that meet the minimum Requirements for Approval of Applications as described in the application package.

AWARD BASIS

In determining grant award amounts, the Department will consider, among other things, the number of children in the State eligible to be counted under section 1124(c) of Title I of the ESEA in relation to the number of such children so counted in all the States. Complete budget data must be submitted for each year of funding requested.

APPLICABLE REGULATIONS AND STATUTE

The Education Department General Administrative Regulations (EDGAR) in 34 CFR Parts 75, 77, 79, 80, 81, 82, 85, 86, and 99. Title I, Part G of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the No Child Left Behind Act of 2001, 20 U.S.C. 6531-6534.

The following definitions and other provisions are taken from the Advanced Placement Programs authorizing statute, in Title I, Part G of the ESEA. They are repeated in this application notice for the convenience of the applicant.

Definitions

As used in this section:

(a) The term advanced placement test means an advanced placement test administered by the College Board or approved by the Secretary of Education.

NOTE: In addition to advanced placement tests administered

by the College Board, the Department has approved advanced placement tests administered by the International Baccalaureate Organization. As part of the grant application process, applicants may request approval of tests from other educational entities that provide comparable programs of rigorous academic courses and testing through which students may earn college credit.

(b) The term low-income individual means an individual who is determined by an SEA or local educational agency to be a child, ages 5 through 17, from a low-income family, on the basis of data used by the Secretary to determine allocations under section 1124 of Title I of the ESEA, data on children in families receiving assistance under part A of title IV of the Social Security Act, or data on children eligible to receive medical assistance under the Medicaid program under title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data.

Information Dissemination

An SEA awarded a grant under the AP Test Fee program shall disseminate information regarding the availability of advanced placement test fee payments under this program to eligible individuals through secondary school teachers and guidance counselors.

Supplement, Not Supplant Rule

Funds provided under this program must be used to supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals in paying advanced placement test fees.

FOR APPLICATIONS OR INFORMATION CONTACT: Madeline E. Baggett, U.S. Department of Education, School Improvement Programs, 400 Maryland Avenue, SW., FB-6, Room 3E228, Washington, D.C. 20202-6140. Telephone (202) 260-2502. Internet address:

Madeline.Baggett@ed.gov

Individuals who use a telecommunications device for the deaf (TDD) may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) upon request to the contact person listed in the preceding paragraph. Individuals with disabilities may obtain a copy of the application package in an alternative format, also, by contacting that person. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

Electronic Access to this Document

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/legislation/FedRegister

To use PDF, you must have Adobe Acrobat Reader, which is available free at the previous site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO) toll free at 1-888-293-6498; or in the Washington, DC area at (202) 512-1530.

Note: The official version of a document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

<http://www.access.gpo.gov/nara/index.html>

PROGRAM AUTHORITY: 20 U.S.C. 6531-6534.

Dated:

Susan B. Neuman,
Assistant Secretary for
Elementary and Secondary Education.

PART G—ADVANCED PLACEMENT PROGRAMS

SEC. 1701. SHORT TITLE.

This part may be cited as the 'Access to High Standards Act'.

SEC. 1702. PURPOSES.

The purposes of this part are —

- (1) to support State and local efforts to raise academic standards through advanced placement programs, and thus further increase the number of students who participate and succeed in advanced placement programs;
- (2) to encourage more of the 600,000 students who take advanced placement courses each year but do not take advanced placement exams each year, to demonstrate their achievements through taking the exams;
- (3) to build on the many benefits of advanced placement programs for students, which benefits may include the acquisition of skills that are important to many employers, Scholastic Aptitude Test (SAT) scores that are 100 points above the national averages, and the achievement of better grades in secondary school and in college than the grades of students who have not participated in the programs;
- (4) to increase the availability and broaden the range of schools, including middle schools, that have advanced placement and pre-advanced placement programs;
- (5) to demonstrate that larger and more diverse groups of students can participate and succeed in advanced placement programs;
- (6) to provide greater access to advanced placement and pre-advanced placement courses and highly trained teachers for low-income and other disadvantaged students;
- (7) to provide access to advanced placement courses for secondary school students at schools that do not offer advanced placement programs, increase the rate at which secondary school students participate in advanced placement courses, and increase the numbers of students who receive advanced placement test scores for which college academic credit is awarded;
- (8) to increase the participation of low-income individuals in taking advanced placement tests through the payment or partial payment of the costs of the advanced placement test fees; and
- (9) to increase the number of individuals that achieve a baccalaureate or advanced degree, and to decrease the amount of time such individuals require to attain such degrees.

SEC. 1703. FUNDING DISTRIBUTION RULE.

From amounts appropriated under section 1002(g) for a fiscal year, the Secretary shall give priority to funding activities under section 1704 and shall distribute any remaining funds under section 1705.

SEC. 1704. ADVANCED PLACEMENT TEST FEE PROGRAM.

(a) **GRANTS AUTHORIZED-** From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants to State educational agencies having applications approved under this section to enable the State educational agencies to reimburse low-income individuals to cover part or all of the costs of advanced placement test fees, if the low-income individuals —

- (1) are enrolled in an advanced placement course; and
 - (2) plan to take an advanced placement test.
- (b) AWARD BASIS- In determining the amount of the grant awarded to a State educational agency under this section for a fiscal year, the Secretary shall consider the number of children eligible to be counted under section 1124(c) in the State in relation to the number of such children so counted in all the States.
- (c) INFORMATION DISSEMINATION- A State educational agency awarded a grant under this section shall disseminate information regarding the availability of advanced placement test fee payments under this section to eligible individuals through secondary school teachers and guidance counselors.
- (d) APPLICATIONS- Each State educational agency desiring to receive a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require. At a minimum, each State educational agency application shall —
 - (1) describe the advanced placement test fees the State educational agency will pay on behalf of low-income individuals in the State from grant funds awarded under this section;
 - (2) provide an assurance that any grant funds awarded under this section shall be used only to pay for advanced placement test fees; and
 - (3) contain such information as the Secretary may require to demonstrate that the State educational agency will ensure that a student is eligible for payments authorized under this section, including documentation required under chapter 1 of subpart 2 of part A of title IV of the Higher Education Act of 1965.
- (e) REGULATIONS- The Secretary shall prescribe such regulations as are necessary to carry out this section.
- (f) REPORT-
 - (1) IN GENERAL- Each State educational agency awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —
 - (A) the number of students in the State who are taking an advanced placement course in that subject;
 - (B) the number of advanced placement tests taken by students in the State who have taken an advanced placement course in that subject;
 - (C) the number of students in the State scoring at different levels on advanced placement tests in that subject; and
 - (D) demographic information regarding individuals in the State taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.
 - (2) REPORT TO CONGRESS- The Secretary shall annually compile the information received from each State educational agency under paragraph (1) and report to the appropriate committees of Congress regarding the information.
- (g) BIA AS SEA- For purposes of this section the Bureau of Indian Affairs shall be treated as a State educational agency.

SEC. 1705. ADVANCED PLACEMENT INCENTIVE PROGRAM GRANTS.

- (a) GRANTS AUTHORIZED-

(1) IN GENERAL- From amounts made available under section 1703 for a fiscal year, the Secretary shall award grants, on a competitive basis, to eligible entities to enable those entities to carry out the authorized activities described in subsection (d).

(2) DURATION AND PAYMENTS-

(A) DURATION- The Secretary shall award a grant under this section for a period of not more than 3 years.

(B) PAYMENTS- The Secretary shall make grant payments under this section on an annual basis.

(3) DEFINITION OF ELIGIBLE ENTITY- In this section, the term 'eligible entity' means a State educational agency, local educational agency, or national nonprofit educational entity with expertise in advanced placement services.

(b) APPLICATION- Each eligible entity desiring a grant under this section shall submit an application to the Secretary at such time, in such manner, and accompanied by such information as the Secretary may require.

(c) PRIORITY- In awarding grants under this section, the Secretary shall give priority to an eligible entity that submits an application under subsection (b) that —

(1) demonstrates a pervasive need for access to advanced placement incentive programs;

(2) provides for the involvement of business and community organizations in the activities to be assisted;

(3) assures the availability of matching funds from State, local, or other sources to pay for the cost of activities to be assisted;

(4) demonstrates a focus on developing or expanding advanced placement programs and participation in the core academic areas of English, mathematics, and science;

(5) demonstrates an intent to carry out activities that target —

(A) local educational agencies serving schools with a high concentration of low-income students; or

(B) schools with a high concentration of low-income students; and

(6) in the case of a local educational agency, assures that the local educational agency serves schools with a high concentration of low-income students; or

(7) demonstrates an intent to carry out activities to increase the availability of, and participation in, on-line advanced placement courses.

(d) AUTHORIZED ACTIVITIES-

(1) IN GENERAL- Subject to paragraph (2), an eligible entity shall use grant funds made available under this section to expand access for low-income individuals to advanced placement incentive programs that involve —

(A) teacher training;

(B) pre-advanced placement course development;

(C) coordination and articulation between grade levels to prepare students for academic achievement in advanced placement courses;

(D) books and supplies; or

(E) activities to increase the availability of, and participation in, on-line advanced placement courses; or

(F) any other activity directly related to expanding access to and participation in advanced placement incentive programs, particularly for low-income individuals.

(2) STATE EDUCATIONAL AGENCY- In the case of an eligible entity that is a State educational agency, the entity may use grant funds made available under this section to award subgrants to local educational agencies to enable the local educational agencies to carry out the activities under paragraph (1).

(e) CONTRACTS- An eligible entity awarded a grant to provide online advanced placement courses under this part may enter into a contract with a nonprofit or for profit organization to provide the online advanced placement courses, including contracting for necessary support services.

(f) DATA COLLECTION AND REPORTING-

(1) DATA COLLECTION- Each eligible entity awarded a grant under this section shall, with respect to each advanced placement subject, annually report to the Secretary on —

(A) the number of students served by the eligible entity who are taking an advanced placement course in that subject;

(B) the number of advanced placement tests taken by students served by the eligible entity in that subject;

(C) the number of students served by the eligible entity scoring at different levels on advanced placement tests in that subject; and

(D) demographic information regarding individuals served by such agency who taking advanced placement courses and tests in that subject disaggregated by race, ethnicity, sex, English proficiency status, and socioeconomic status.

(2) REPORT- The Secretary shall annually compile the information received from each eligible entity under paragraph (1) and report to the appropriate committees of Congress regarding the information.

SEC. 1706. SUPPLEMENT, NOT SUPPLANT.

Grant funds provided under this part shall supplement, and not supplant, other non-Federal funds that are available to assist low-income individuals to pay for the cost of advanced placement test fees or to expand access to advanced placement and pre-advanced placement courses.

SEC. 1707. DEFINITIONS.

In this part:

(1) ADVANCED PLACEMENT TEST- The term ‘advanced placement test’ means an advanced placement test administered by the College Board or approved by the Secretary.

(2) HIGH CONCENTRATION OF LOW-INCOME STUDENTS- The term ‘high concentration of low-income students’, used with respect to a school, means a school that serves a student population 40 percent or more of whom are low-income individuals.

(3) LOW-INCOME INDIVIDUAL- The term ‘low-income individual’ means an individual who is determined by a State educational agency or local educational agency to be a child, ages 5 through 17, from a low-income family, on the basis of

data used by the Secretary to determine allocations under section 1124 of this Act, data on children eligible for free or reduced-price lunches under the National School Lunch Act, data on children in families receiving assistance under part A of title IV of the Social Security Act, or data on children eligible to receive medical assistance under the medicaid program under title XIX of the Social Security Act, or through an alternate method that combines or extrapolates from those data.

SECTION C

Application Order, Instructions, and Application Forms

Application Order and Program Narrative Instructions

Application Order

It is recommended that your application be organized in the following manner and include the following parts:

Part I: Project Abstract

A 1-2 page abstract describing the proposed project should include the number of students who will participate in the Test Fee Reduction program for each year of funding.

Part II: Assurances and Certificates

Be certain to include all assurances and certifications, and sign each form in the appropriate place. The assurances and certifications included in this package are:

- Assurances - Non-Construction Programs
- Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, including Drug-Free Workplace Requirements

Part III: Budget Form and Information (Standard Form 524)

This part of your application contains information about the Federal funding you are requesting. Specific instructions for completing the budget forms and information immediately follow the form. An itemized budget and budget narrative are required for each year of funding requested.

Part IV: GEPA Requirement

The applicant must address Section 427 of the General Education Provisions Act (GEPA). Complete instructions for meeting this requirement are described in **Section E - Other Important Information and Notices**.

Part V: Program Narrative

A program narrative of no more than 15 double-spaced pages is recommended. Applications submitted under this program should be developed in accordance with the Requirements for Approval of Applications Checklist that follows these instructions. Your program narrative should be organized around and should thoroughly address each of the factors on the Requirements for Approval of Applications Checklist.

NOTE: No grant may be awarded unless a complete application has been received. Be sure to submit one original and three copies of the completed application.

Requirements for Approval of Applications Checklist

In order to meet the minimum requirements for funding under this program, applicants must thoroughly address each of the factors listed below within the program narrative section. In addition, applicants should indicate the page number or numbers where each requirement is found within the program narrative in the space provided.

_____ Describe the test fees the State will pay on behalf of individual low-income students, including the approximate number of students on whose behalf the State will pay these fees.

_____ Indicate whether your State will assist eligible students in private schools or non-public schools.

_____ Provide the approximate date on which the State expects participating students to take the AP exam or exams.

_____ Describe the method by which eligible low-income individuals will be identified.

_____ List the steps the State will implement to ensure that any students for whom reimbursements are made are eligible (i.e., meet the definition of low-income) to participate.

_____ Describe your State's plan to disseminate information on the availability of test fee payments to eligible individuals through secondary school teachers and guidance counselors.

_____ Describe the State's plan to evaluate the effectiveness of the program.

This checklist should be placed behind the SF 424 Application for Federal Assistance cover sheet.

ED 424 - Application for Federal Education Assistance

Refer to: <http://www.ed.gov/offices/OCFO/grants/appforms.html>.

D-U-N-S Number Instructions

D-U-N-S Number must be provided on the application cover page (ED 424 form, item #2). D-U-N-S numbers may be obtained at no charge by calling 1-800-333-0505 or by completing a D-U-N-S Number Request Form. The form can be obtained through the Internet at the following

URL: <http://www.dnb.com/dbis/aboutdb/intlduns.htm>

The D-U-N-S Number is a unique nine-digit number that does not convey any information about the recipient. A built-in check digit helps assure the accuracy of the D-U-N-S Number. The ninth digit of each number is the check digit, which is mathematically related to the other digits. It lets computer systems determine if a D-U-N-S Number has been entered correctly.

Dun & Bradstreet, a global information services provider, has assigned D-U-N-S Numbers to over 43 million companies worldwide.

Assurances and Certifications

Assurances - Non-Construction Programs

Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion -- Lower Tier Covered Transactions

Disclosure of Lobbying Activities

Refer to: <http://ocfo.ed.gov/grntinfo/appforms.htm>

**ED Form 524 - Budget Information
and Instructions**

Refer to: <http://ocfo.ed.gov/grntinfo/appforms/ed524frm.doc>

SECTION D

Transmittal Instructions and Checklist

INSTRUCTIONS FOR TRANSMITTING APPLICATIONS:

If you want to apply for a grant and be considered for funding, you must meet the following deadline requirements:

Applications Sent by Mail

You must mail the original and two copies of the application on or before the deadline date to:

**U.S. Department of Education
Advanced Placement Test Fee Program
ATTN: CFDA No. 84.330B
U.S. Department of Education
Application Control Center
ROB-3, Room 3671
7th & D Streets
Washington, D.C. 20202-4725**

To help expedite our review of your application, we request that you include three (3) copies of the application as well as the original application.

You must show one of the following as proof of mailing:

- (1) A legibly dated U. S. Postal Service Postmark.
- (2) A legible mail receipt with the date of mailing stamped by the U. S. Postal Service.
- (3) A dated shipping label, invoice, or receipt from a commercial carrier.
- (4) Any other proof of mailing acceptable to the Secretary.

If you mail an application through the U.S. Postal Service, we do not accept either of the following as proof of mailing:

- (1) A private metered postmark.
- (2) A mail receipt that is not dated by the U.S. Postal Services.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

Special Note: Due to recent disruptions to normal mail delivery, the Department encourages you to consider using an alternative delivery method (for example, a commercial carrier, such as Federal Express or United Parcel Service; U. S. Postal Service Express Mail; or a courier service) to transmit your application for this competition to the Department. If you use an alternative delivery method, please obtain the appropriate proof of mailing under "Applications Sent by Mail," then follow the instructions for "Applications Delivered by Hand."

Applications Delivered by Hand

You or your courier must hand deliver the original application, including the requested number of copies, by 4:30 p.m. (Washington, DC time) on or before the deadline date to:

**U. S. Department of Education
Advanced Placement Test Fee Program
Application Control Center
Attn: CFDA No. 84.330B
ROB-3, Room 3671
7th and D Streets, SW
Washington, DC 20202-4725**

The Application Control Center accepts application deliveries daily between 8:00 a.m. and 4:30 p.m. (Washington, DC time), except Saturdays, Sundays and Federal holidays. The Center accepts application deliveries through the D Street entrance only. A person delivering an application must show identification to enter the building.

3/8/02

APPLICATION CHECKLIST

Does your application include each of the following?

- ☐ Application for Federal Assistance Cover Page (SF 424)
- ☐ Budget Forms (ED Form 524)
- ☐ Itemized Budget and Narrative for each year of funding requested
- ☐ Assurances and Certifications
- ☐ Assurances Non-Construction Programs (SF-424)
- ☐ Certifications regarding Lobbying, Debarment,
Suspension, and Other Responsibility Matters;
and Drug-Free Workplace Requirements (ED-80-0013)
- ☐ Certification of Eligibility for Federal Assistance
(ED-80-0016)
- ☐ Disclosure of Lobbying Activities (SF-LLL)

Did you—

- ☐ Provide one (1) original and three (3) copies of the application?
- ☐ Include all required forms with original signatures and dates?
- ☐ Submit a copy of the application to the State Single Point of Contact, if applicable?
- ☐ Address GEPA 427 (Section E)?
- ☐ Address and thoroughly describe factors a-h on the Requirements for Approval of Applications Checklist?
- ☐ Place the checklist behind the SF 424 Application for Federal Assistance cover sheet?
- ☐ Ensure that your program narrative does not exceed 15 double-spaced pages?
- ☐ Mail application to **OR** hand-deliver to:

Advanced Placement Test Fee Program
ATTN: CFDA No. 84.330B

**U.S. Department of Education
Application Control Center
ROB_3, Room 3671
7th & D Streets, SW
Washington, D.C. 20202-4725**

SECTION E

Other Important Information and Notices

NOTICE TO ALL APPLICANTS

The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants for new grant awards under Department programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants for new grant awards under this program. **ALL APPLICANTS FOR NEW AWARDS MUST INCLUDE INFORMATION IN THEIR APPLICATIONS TO ADDRESS THIS NEW PROVISION IN ORDER TO RECEIVE FUNDING UNDER THIS PROGRAM.**

(If this program is a State-formula grant program, a State needs to provide this description only for projects or activities that it carries out with funds reserved for State-level uses. In addition, local school districts or other eligible applicants that apply to the State for funding need to provide this description in their applications to the State for funding. The State would be responsible for ensuring that the school district or other local entity has submitted a sufficient section 427 statement as described below.)

What Does This Provision Require?

Section 427 requires each applicant for funds (other than an individual person) to include in its application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This provision allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you should determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation in, the Federally-funded project or activity. The description in your

application of steps to be taken to overcome these barriers need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

(1) An applicant that proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.

(2) An applicant that proposes to develop instructional materials for classroom use might describe how it will make the materials available on audio tape or in braille for students who are blind.

(3) An applicant that proposes to carry out a model science program for secondary students and is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct "outreach" efforts to girls, to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Estimated Burden Statement for GEPA Requirements

The time required to complete this information collection is estimated to vary from 1 to 3 hours per response, with an average of 1.5 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the

information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, DC 20202-4651.

**NOTICE TO APPLICANTS:
THE GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)**

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources

required, and periodically report their progress will contribute to improvements accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship, further learning, and productive employment.

Goal 2: Build a solid foundation for learning for all children.

Goal 3: Ensure access to postsecondary education and lifelong learning.

Goal 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.

Enclosure #7

State Single Points of Contact (SPOCs)

April 2000

It is estimated that in 2000, the Federal Government will outlay \$283.5 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental partnership and strengthen federalism by relying on State and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The Order allows each State to

designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided below.

<p><u>ARIZONA</u></p> <p>Joni Saad Arizona State Clearinghouse 3800 N. Central Avenue Fourteenth Floor Phoenix, Arizona 85012 Telephone: (602) 280-1315 Fax: (602) 280-8144 jonis@ep.state.az.us</p>	<p><u>ARKANSAS</u></p> <p>Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 W. 7th St., Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 Fax: (501) 682-5206 tlcopeland@dfa.state.ar.us</p>
<p><u>CALIFORNIA</u></p> <p>Grants Coordination State Clearinghouse Office of Planning and Research P. O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 Fax: (916) 323-3018 state.clearinghouse@opr.ca.gov</p>	<p><u>DELAWARE</u></p> <p>Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway, 3rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 Fax: (302) 739-5661 chopkins@state.de.us</p>
<p><u>DISTRICT OF COLUMBIA</u></p> <p>Ron Seldon Office of Grants Management and Development 717 14th Street, N.W. Suite 1200 Washington, D.C. 20005 Telephone: (202) 727-1705 Fax: (202) 727-1617 ogmd-ogmd@dcgov.org</p>	<p><u>FLORIDA</u></p> <p>Cherie L. Trainor Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 (850) 414-5495 (direct) Fax: (850) 414-0479 cherie.trainor@dca.state.fl.us</p>
<p><u>GEORGIA</u></p>	<p><u>ILLINOIS</u></p>

<p>Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 Fax: (404) 656-7901 gach@mail.opb.state.ga.us</p>	<p>Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 Fax (312) 814-8485 vbova@commerce.state.il.us</p>
<p><u>INDIANA</u></p> <p>Frances Williams State Budget Agency 212 State House Indianapolis, Indiana 46204-2796 Telephone: (317) 232-2972 Fax: (317) 233-3323 fwilliams@sba.state.in.us</p>	<p><u>IOWA</u></p> <p>Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 Fax: (515) 242-4809 steve.mccann@ided.state.ia.us</p>
<p><u>KENTUCKY</u></p> <p>Ron Cook Department for Local Government Kentucky State Clearinghouse 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 Fax: (502) 573-0140 ron.cook@mail.state.ky.us</p>	<p><u>MAINE</u></p> <p>Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 (207) 287-1461 (direct) Fax: (207) 287-6489 joyce.benson@state.me.us</p>
<p><u>MARYLAND</u></p> <p>Linda Janey Manager, Clearinghouse and Plan Review Unit</p>	<p><u>MICHIGAN</u></p> <p>Richard Pfaff Southeast Michigan Council of Governments</p>

<p>Maryland Office of Planning 301 West Preston Street - Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 Fax: (410) 767-4480 linda@mail.op.state.md.us</p>	<p>660 Plaza Drive - Suite 1900 Detroit, Michigan 48226 Telephone: (313) 961-4266 Fax: (313) 961-4869 pfaff@semcog.org</p>
<p><u>MISSISSIPPI</u></p> <p>Cathy Mallette Clearinghouse Officer Department of Finance and Administration 550 High Street 303 Walters Sillers Building Jackson, Mississippi 39201-3087 Telephone: (601) 359-6762 Fax: (601) 359-6758</p>	<p><u>MISSOURI</u></p> <p>Lois Pohl Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Jefferson Building, Room 915 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 Fax: (573) 522-4395 pohll_@mail.oa.state.mo.us</p>
<p><u>NEVADA</u></p> <p>Heather Elliott Department of Administration State Clearinghouse 209 E. Musser Street, Room 200 Carson City, Nevada 89701 Telephone: (775) 684-0209 Fax: (775) 684-0260 helliott@govmail.state.nv.us</p>	<p><u>NEW HAMPSHIRE</u></p> <p>Jeffrey H. Taylor Director, New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2 1/2 Beacon Street Concord, New Hampshire 03301 Telephone: (603) 271-2155 Fax: (603) 271-1728 jtaylor@osp.state.nh.us</p>
<p><u>NEW MEXICO</u></p> <p>Ken Hughes Local Government Division Room 201 Bataan Memorial Building Santa Fe, New Mexico 87503 Telephone: (505) 827-4370 Fax: (505) 827-4948 khughes@dfa.state.nm.us</p>	<p><u>NORTH CAROLINA</u></p> <p>Jeanette Furney Department of Administration 1302 Mail Service Center Raleigh, North Carolina 27699-1302 Telephone: (919) 807-2323 Fax: (919) 733-9571 jeanette.furney@ncmail.net</p>

NORTH DAKOTA

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RHODE ISLAND

Kevin Nelson
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Statewide Planning Program
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SOUTH CAROLINA

Omeagia Burgess
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Office of State Budget
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Columbia, South Carolina 29201
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TEXAS

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UTAH

Carolyn Wright
Utah State Clearinghouse
Governor's Office of Planning and
Budget
State Capitol - Room 114
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WEST VIRGINIA

Fred Cutlip, Director
Community Development Division
West Virginia Development Office
Building #6, Room 553
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WISCONSIN

Jeff Smith
Section Chief, Federal/State Relations
Wisconsin Department of
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101 East Wilson Street - 6th Floor
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WYOMING

Sandy Ross
Department of Administration and
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sross1@missc.state.wy.us

GUAM

Director
Bureau of Budget and Management
Research
Office of the Governor
P.O. Box 2950
Agana, Guam 96910
Telephone: 011-671-472-2285
Fax: 011-472-2825
jer@ns.gov.gu

PUERTO RICO

Norma Burgos / Jose E. Caro
Puerto Rico Planning Board
Federal Proposals Review Office
Minillas Government Center
P.O. Box 41119
San Juan, Puerto Rico 00940-1119
Telephone: (809) 727-4444
(809) 723-6190
Fax: (809) 724-3270

NORTH MARIANA ISLANDS

Ms. Jacoba T. Seman
Federal Programs Coordinator
Office of Management and Budget
Office of the Governor
Saipan, MP 96950
Telephone: (670) 664-2289
Fax: (670) 664-2272
omb.jseman@saipan.com

VIRGIN ISLANDS

Ira Mills
Director, Office of Management and
Budget
#41 Norregade Emancipation Garden
Station, Second Floor
Saint Thomas, Virgin Islands 00802
irmills@usvi.org

Correspondence regarding the SPOC may be sent to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

If you would like a faxed copy of this list, please call the publications office at: (202) 395-9068.

In accordance with Executive Order #12372, "Intergovernmental Review of Federal Programs," this listing represents the designated State Single Points of Contact. The jurisdictions not listed no longer participate in the process BUT GRANT APPLICANTS ARE STILL ELIGIBLE TO APPLY FOR THE GRANT EVEN IF YOUR STATE, TERRITORY, COMMONWEALTH, ETC. DOES NOT HAVE A "STATE SINGLE POINT OF CONTACT." JURISDICTIONS WITHOUT "STATE SINGLE POINTS OF CONTACTS" INCLUDE: Alabama; Alaska; American Samoa; Colorado; Connecticut; Kansas; Hawaii; Idaho; Louisiana; Massachusetts; Minnesota; Montana; Nebraska; New Jersey; Ohio; Oklahoma; Oregon; Palau; Pennsylvania; South Dakota; Tennessee; Vermont; Virginia; and Washington.

This list is based on the most current information provided by the States. Information on any changes or apparent errors should be provided to the Office of Management and Budget and the State in question. Changes to the list will only be made upon formal notification by the State. Also, this listing is published biannually in the Catalogue of Federal Domestic Assistance.

**IMPORTANT NOTICE TO PROSPECTIVE PARTICIPANTS IN
U.S. DEPARTMENT OF EDUCATION CONTRACT AND GRANT PROGRAMS**

GRANTS

Applicants for grants from the U.S. Department of Education (ED) have to compete for limited funds.

Deadlines assure all applicants that they will be treated fairly and equally, without last minute haste.

For these reasons, ED must set strict deadlines for grant applications. Prospective applicants can avoid disappointment if they understand that:

Failure to meet a deadline will mean that an applicant will be
rejected without any consideration whatever.

The rules, including the deadline, for applying for each grant are published, individually, in the Federal Register. A one-year subscription to the Register may be obtained by sending \$340.00 to: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402-9371. (Send check or money order only, no cash or stamps.)

The instructions in the Federal Register must be followed exactly. Do not accept any other advice you may receive. No ED employee is authorized to extend any deadline published in the Register.

Questions regarding submission of applications may be addressed to:

U.S. Department of Education
Application Control Center
Washington, D.C. 20202-4725

CONTRACTS

Competitive procurement actions undertaken by the ED are governed by the Federal Procurement Regulation and implementing ED Procurement Regulation.

Generally, prospective competitive procurement actions are synopsisized in the Commerce Business Daily (CBD). Prospective offerors are therein advised of the nature of the procurement and where to apply for copies of the Request for Proposals (RFP).

Offerors are advised to be guided solely by the contents of the CBD synopsis and the instructions contained in the RFP. Questions regarding the submission of offers should be addressed to the Contracts Specialist identified on the face page of the RFP.

Offers are judged in competition with others, and failure to conform with any substantive requirements of the RFP will result in rejection of the offer without any consideration whatever.

Do not accept any advice you receive that is contrary to instructions contained in either the CBD synopsis or the RFP. No ED employee is authorized to consider a proposal which is non-responsive to the RFP.

A subscription to the CBD is available for \$208.00 per year via second class mailing or \$261.00 per year via first class mailing. Information included in the Federal Acquisition Regulation is contained in Title 48, Code of Federal Regulations, Chapter 1 (\$49.00). The foregoing publication may be obtained by sending your check or money order only, no cash or stamps, to:

Superintendent of Documents
U.S. Government Printing Office
Washington, D.C. 20402-9371

In an effort to be certain this important information is widely disseminated, this notice is being included in all ED mail to the public. You may therefore, receive more than one notice. If you do, we apologize for any annoyance it may cause you.

ED FORM 5348, 8/92 REPLACES ED FORM 5348, 6/86 WHICH IS OBSOLETE

GRANT APPLICATION RECEIPT ACKNOWLEDGMENT

If you fail to receive the notification of application receipt within fifteen (15) days from the closing date, please call:

U.S. Department of Education
Application Control Center
(202) 708-9493

GRANT AND CONTRACT FUNDING INFORMATION

The Department of Education provides information about grant and contract opportunities electronically:

ED Internet Home Page: <http://ed.gov/>

OCFO Web Page: <http://OCFO.ed.gov/>

